

DAFIS Hint of the month May 1997

There is a simple way to change the accounting classification for a document on the Open Document File without changing any element of the document-ID (Document type, fiscal year, document number, suffix). **Option 8 - ODF Change File** found on the **File Maintenance Menu** is available to make changes to an accounting classification without having to enter a G-schedule.

ODF Change Procedure

1. Access the File Maintenance Menu by pressing the **PF5** function key.
2. Type File Selection Code **8** and Action Code **C**. Press **Enter**.
3. Type the region/district and the document-ID to be changed. Press **Enter**.
4. A screen will appear which displays a duplicate set of accounting data to the right of the original set. Tab to the accounting data element to be changed on the right side of the screen under **Transfer to Data**. Type the correct data. Press **Enter**.
5. A message is displayed which allows the user to confirm if this is the correct information. Question marks will be displayed in the **Ready to Generate** field.
6. Type **YES** in the **Ready to Generate** field. Press **Enter**.
7. The normal Format 03 edits are applied to all lines of the accounting classification. If the transaction passes all edits, the following message will be displayed at the top of the screen:

CHANGE COMPLETE / GENERATED BATCH 97123x123 / ENTER DATA

8. Finally, inquire the status (on the **Batch Maintenance Menu** - function key **PFI**) of the batch number displayed at the top of the screen.

For more information on change criteria and procedure screen figures of the **ODF-Change** refer to **Section 9I - ODF CHANGE FILE - CHANGE ACCOUNTING CLASSIFICATION** of your DAFIS User Guide.